

Document Control  
**FORMS - Master Index**  
 (Current Revision)

*\*Note – Both the **Master Index** and the **Revision List** must be updated simultaneously.*

Form Title	Document Control #	Revision#	Effective Date	Document Review	
				Due Date	Review History
Disposal Division					
Field Activity Log	RDD-F-01	1	January 11, 2002	01/04	
Internal Audit					
Audit Plan	RDD-F-AUD-01	2	April 9, 2004	04/06	04/04
Internal Audit Notification	RDD-F-AUD-02	0	February 10, 2002	02/04	
Audit Table	RDD-F-AUD-03	0	April 03, 2002	04/04	
Corrective Action Request	RDD-F-AUD-04	0	March 8, 2002	03/04	
EMS Audit Report	RDD-F-AUD-05	0	February 28, 2002	02/04	
Audit Findings Matrix	RDD-F-AUD-06	0	February 28, 2002	02/04	
EMS					
Environmental Survey	RDD-F-EMS-01	0	November 7, 2000	11/04	11/02
C/PAR Action Plan	RDD-F-EMS-02	2	April 11, 2002	04/04	
Corrective/Preventive Action Request (C/PAR)	RDD-F-EMS-03	0	October 15, 2001	10/03	
Environmental Communications Log	RDD-F-EMS-04	1	May 23, 2002	05/04	
C/PAR Tracking Sheet	RDD-F-EMS-05	0	August 9, 2001	08/03	
Environmental Survey Tally Sheet	RDD-F-EMS-06	0	February 8, 2002	02/04	
Significant Aspect Worksheet	RDD-F-EMS-07	1	February 11, 2002	02/04	
Landfill/ Disposal Operations					
Daily Fuel Account Log	RDD-F-OP-01	2	May 29, 2002	05/04	
Daily Equipment Usage Log	RDD-F-OP-02	1	May 23, 2001	3/05	3/03
Fuel Log	RDD-F-OP-03	2	December 3, 2002	12/04	
Miramar Mileage/Hour Log (City Vehicle)	RDD-F-OP-04	3	May 29, 2002	05/04	
Daily Equipment Hours Worksheet	RDD-F-OP-05	3	December 3, 2002	12/04	
Bi-weekly Equipment Usage Log	RDD-F-OP-06	0	May 23, 2002	05/04	
Daily Equipment Usage Needs	RDD-F-OP-07	0	January 3, 2003	01/05	

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Biological Services					
Plant Transect Survey Sheet	RDD-F-BS-01	1	March 15, 2002	03/04	
Miramar Bird Control Log	RDD-F-BS-02	0	March 28, 2001	03/05	03/03
Miramar Landfill Nursery Water Log	RDD-F-BS-03	1	January 23, 2002	01/04	
Restoration Site Check List	RDD-F-BS-04	0	March 28, 2001	03/05	03/03
Short-Term Volunteer Participation Agreement	RDD-F-BS-05	0	March 28, 2001	03/05	03/03
Volunteer Sign-in Form	RDD-F-BS-06	0	March 28, 2001	03/05	03/03
Monthly Bird Count	RDD-F-BS-07	0	February 22, 2002	02/04	
Groundwater Monitoring					
Quarterly Site Inspection	RDD-F-GW-01	0	March 28, 2001	03/05	03/03
Standard Water Sampling Data	RDD-F-GW-02	2	March 11, 2004	03/06	
Arizona Street Landfill Monitoring Well Field Data	RDD-F-GW-03	1	January 11, 2002	01/04	
South Chollas Landfill Monitoring Well Field Data	RDD-F-GW-04	1	January 11, 2002	01/04	
South Miramar Landfill Monitoring Well Field Data	RDD-F-GW-05	1	January 11, 2002	01/04	
North Miramar Landfill Monitoring Well Field Data	RDD-F-GW-06	1	January 11, 2002	01/04	
West Miramar Landfill Monitoring Well Field Data	RDD-F-GW-07	4	April 18, 2003	04/05	
Mission Bay Landfill Monitoring Well Field Data	RDD-F-GW-08	2	18 Nov 2003	11/05	
Field Calibration Documentation Form	RDD-F-GW-09	1	August 5, 2002	08/04	
Micropurge Sampling Data	RDD-F-GW-10	2	March 20, 2002	03/04	
Paradise Hills Landfill Monitoring Well Field Data	RDD-F-GW-11	0	August 27, 2003	08/05	

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Greens Processing					
Heavy Equipment Daily Checklist	RDD-F-GP-01	0	May 11, 2001	05/05	05/03
Pick-up Truck Daily Inspection Report	RDD-F-GP-02	0	May 11, 2001	05/05	05/03
Miramar Greenery Recycling Program Windrow Records	RDD-F-GP-03	0	May 11, 2001	05/05	05/03
Miramar Greenery Windrow Records	RDD-F-GP-04	0	May 11, 2001	05/05	05/03
Landfill Gas Monitoring Program					
South Miramar Quarterly Gas Probe Monitoring	RDD-F-GM-01	2	January 11, 2002	01/04	
Arizona Flare Stations Monitoring Log	RDD-F-GM-02	2	November 4, 2003	11/05	
Arizona Quarterly Gas Probe Monitoring	RDD-F-GM-03	1	September 25, 2001	09/05	09/03
Arizona Monthly Gas Probe Monitoring	RDD-F-GM-04	2	April 18, 2003	4/05	
Arizona Extraction Wells Monitoring	RDD-F-GM-05	2	June 30, 2003	06/05	
South Chollas Quarterly Gas Probe Monitoring	RDD-F-GM-06	3	March 21, 2002	03/04	
Quarterly Gas Detector Monitoring	RDD-F-GM-07	3	July 10, 2003	07/05	
Confined Space Entry Form	RDD-F-GM-08	0	May 15, 2001	07/05	07/03
South Chollas Monthly Gas Probe Monitoring	RDD-F-GM-09		DELETED REQUIREMENT PER L.E.A. 4/18/03		
Holy Spirit Flare Station Monitoring Log	RDD-F-GM-10	1	September 24, 2001	07/05	07/03
South Chollas Flare Station Monitoring Log	RDD-F-GM-11	1	September 24, 2001	07/05	07/03
GEM Instrument Inspection Checklist	RDD-F-GM-12	1	January 24, 2002	01/04	
GEM Monthly Gas Calibration Log	RDD-F-GM-13	1	January 24, 2002	01/04	
PORTA-FID II Gas Calibration Log	RDD-F-GM-14	0	July 10, 2003	07/05	

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RDD Forms		Revision #					
		0	1	2	3	4	5
<b>Divisional</b>							
Field Activity Log	Date:	03/28/01	01/11/02				
	Initial:	RP	GM				
<b>Internal Audit</b>							
Audit Plan	Date:	02/05/02	03/14/03	04/09/04			
	Intl:	MHz	MHz	MHz			
Internal Audit Notification	Date:	02/10/02					
	Intl:	MHz					
Auditing Checklist	Date:	02/19/02					
	Intl:	MHz					
Corrective Action Request	Date:	03/08/02					
	Intl:	MHz					
EMS Audit Report	Date:	02/28/02					
	Intl:	MHz					
Audit Findings Matrix	Date:	02/28/02					
	Intl:	MHz					
<b>EMS</b>							
Environmental Survey	Date:	11/07/00					
	Intl:	MHz					
C/PAR Action Plan	Date:	06/07/01	01/18/02	04/11/02			
	Intl:	MHz	MHz	MHz			
C/PAR	Date:	10/15/01					
	Intl:	MHz					
Environmental Communications Log	Date:	06/27/01	05/23/02				
	Intl:	MHz	MHz				
C/PAR Tracking Sheet	Date:	08/09/01					
	Intl:	MHz					
Environmental Survey Tally Sheet	Date:	02/08/02					
	Intl:	MHz					
Significant Aspect Worksheet	Date:	11/07/00	02/11/02				
	Intl:	MHz	MHz				

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RDD Forms		Revision #					
		0	1	2	3	4	5
<b><i>Landfill/Disposal Operations</i></b>							
1 Daily Fuel Account Log	Date:	03/28/01	01/17/02	05/29/02			
	Intl:	LC	LC	LC			
2 Equipment Usage Log	Date:	03/28/01	05/23/02				
	Intl:	LC	LC				
3 Fuel Log	Date:	03/28/01	01/17/02	12/3/02			
	Intl:	LC	LC	GG			
4 Miramar Mileage/Hour Log (City Vehicle)	Date:	03/28/01	01/17/02	03/08/02	05/29/02		
	Intl:	LC	LC	LC	LC		
5 Daily Equipment Hours Worksheet	Date:	03/28/01	01/17/02	05/29/02	12/3/02		
	Intl:	LC	LC	LC	GG		
6 Bi-weekly Equipment Usage Log	Date:	05/23/02					
	Intl:	LC					
<b><i>Biological Services</i></b>							
Plant Transect Survey Sheet	Date:	03/28/01	03/15/02				
		JH	BE				
Miramar Bird Control Log	Date:	03/28/01					
		JH					
Miramar Landfill Nursery Water Log	Date:	03/28/01	1/23/02				
		JH	BE				
Restoration Site Check List	Date:	03/28/01					
		JH					
Short-Term Volunteer Participation Agreement	Date:	03/28/01					
		JH					
Volunteer Sign-in Form	Date:	03/28/01					
		JH					

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		0	1	2	3	4	5
<b>Greens Processing</b>							
Heavy Equipment Daily Checklist	Date: Intl:	05/11/01 GG					
Pick-up Truck Inspection Report	Date: Intl:	05/11/01 GG					
M. Greenery Recycling Windrow Records	Date: Intl:	05/11/01 GG					
Miramar Greenery Windrow Record	Date: Intl:	05/11/01 GG					
<b>Groundwater Monitoring</b>							
Quarterly Site Inspection	Date: Intl:	03/28/01 RP					
Standard Water Sampl. Data	Date: Intl:	03/28/01 RP	01/17/02 GM	03/11/04 GM			
Arizona Street Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	01/11/02 GM				
South Chollas Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	01/11/02 GM				
South Miramar Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	1/11/02 GM				
North Miramar Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	1/11/02 GM				
West Miramar Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	1/11/02 GM	02/05/02 GM	04/04/03 GM	04/18/03 GM	
Mission Bay Landfill Monitoring Well Field Data	Date: Intl:	03/28/01 RP	1/11/02 GM	11/18/03 GM			
Field Calibration Documentation Form	Date: Intl:	07/03/01 RP	08/05/02 GM				
Micropurge Sampling Data	Date: Intl:	01/17/02 RP	03/15/02 SH	03/20/02 GM			
Paradise Hills Landfill Monitoring Well Field Data	Date: Intl:	08/27/03 GM					

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		0	1	2	3	4	5
<b>Landfill Gas Monitoring Program</b>							
S. Miramar Quarterly Gas Probe Monitoring	Date: Intl:	05/15/01 RP	09/25/01 SH	01/11/02 SH			
Arizona Flare Stations Monitoring Log	Date: Intl:	05/15/01 RP	09/24/01 SH				
Arizona Quarterly Gas Probe Monitoring	Date: Intl:	05/15/01 RP	9/25/01 SH	04/18/03 SH			
Arizona Monthly Gas Probe Monitoring	Date: Intl:	05/15/01 RP	09/25/01 SH				
Arizona Extraction Wells Monitoring	Date: Intl:	05/15/01 RP	09/25/01 SH	06/30/03 SH			
S.C. Quarterly Gas Probe Monitoring	Date: Intl:	05/15/01 RP	09/25/01 SH	11/30/01 SH	03/21/02 SH		
Quarterly Gas Detector Monitoring	Date: Intl:	05/15/01 RP	12/13/01 SH	03/21/02 SH	07/10/03 SH		
Confined Space Entry Form	Date: Intl:	05/15/01 RP					
<del>S.C. (from Bi-Week to Monthly) Gas Probe Monitoring</del>	Date: Intl:	05/15/01 RP	9/24/01 SH	11/30/01 SH	DELETED	PER L.E.A	LETTER
Holy Spirit Flare Station Monitoring Log	Date: Intl:	05/15/01 RP	9/24/01 SH				
South Chollas Flare Station Monitoring Log	Date: Intl:	05/15/01 RP	9/24/01 SH				
GEM Instrument Inspection Checklist	Date: Intl:	10/30/01 RP	1/24/02 SH				
GEM Monthly Gas Calibration Log	Date: Intl:	10/30/01 RP	1/24/02 RP				

\*Reference table for initials:

Name	Initial	Title
Burton Ewert	BE	Biologist
Gary Gobel	GG	Field Operations Program Manager
George Morton	GM	Assistant Engineer
John Howard	JH	Senior Biologist
Leonard Cartwright	LC	Service Writer
Mark H. zu Hone	MHz	EMS Project Manager/ Environmental Management Representative
Ray Purtee	RP	Senior Mechanical Engineer
Steve F. Fontana	SFF	Deputy Environmental Services Director – Refuse Disposal
Sumer Hasenin	SH	Associate Engineer/Civil